

Department: Towns  
Classification: Non-Competitive (CSC requested)  
Grade: \_\_\_\_\_

SPEC DISK C7  
DOCUMENT 04

### ASSISTANT WATER SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Water Superintendent in the construction, operation, and maintenance of the water systems. These duties involve responsibility for assisting in the overall planning and directing of the activities of the Water Department in accordance with the general policies outlined by the Town Board. An employee in this class acts for and in place of the Water Superintendent in the latter's absence. Supervision is exercised over a number of subordinate employees. The incumbent does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Makes frequent inspection of pumping plant, equipment, and reservoir in order to check operation and determine need for repairs;  
Supervises and participates in the repair of water mains, hydrants, meters, and service lines to consumer's premises;  
Assists in the maintenance of maps, blueprints, and other departmental records;  
Assists in the supervision and participation in the extension and repair of water lines;  
Assists in the supervision and participation in the maintenance and repair of fire hydrants;  
Assists in the preparation of various periodic reports on the Water Department's activities;  
May supervise and participate in the reading of meters, preparation, and collection of bills;  
May assist in requisition and purchase of inexpensive repair parts and supplies;  
Assumes charge of department in the superintendent's absence.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of water system construction and maintenance practices; good knowledge of water treatment plant operation; good knowledge of the principles underlying the management of a water department; ability to plan and supervise the work of others; ability to read meters and make simple computations; ability to read blueprints; ability to understand and carry out oral and written directions; dependability; resourcefulness, mechanical aptitude, physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS: Either:

- (a) One year of experience in the operation and maintenance of a water distribution system and meet the minimum qualifications to be eligible for the applicable Water Operator's license\*;
- (b) Three years of experience in the plumbing field, graduation from high school, and meet the minimum qualifications to be eligible for the applicable Water Operator's license\*, or

(c) Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.

ASSISTANT WATER SUPERINTENDENT - CONTINUED

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:

Eligibility for applicable Water Treatment Plant Operator's certificate issued by the State of New York.

NOTE: \* License is not required if a licensed operator is providing this service.